

COUNTY OF LOS ANGELES DEPARTMENT OF AUDITOR-CONTROLLER

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April 6, 2006

TO:

Mayor Michael D. Antonovich

Supervisor Gloria Molina Supervisor Yvonne B. Burke Supervisor Zev Yaroslavsky Supervisor Don Knabe

FROM:

J. Tyler McCauley \\ \(\mathcal{N}^{\ell^{\chi}} \)

Auditor-Controller

SUBJECT:

LOS ANGELES COUNTY OFFICE OF EDUCATION CONTRACT -

WORKFORCE INVESTMENT ACT PROGRAMS

We have conducted a program, fiscal and administrative contract review of Los Angeles County Office of Education (LACOE or Agency), a Workforce Investment Act (WIA) Program service provider. The review was conducted by the Auditor-Controller's Countywide Contract Monitoring Division.

Background

The Department of Community and Senior Services (DCSS) contracts with LACOE, a regional education agency, to provide and operate the WIA youth program. The WIA youth program is a comprehensive training and employment program for in-school and out-of-school youth ages 14 to 21 years old. LACOE's office is located in the First, Second, Third, and Fifth Districts. LACOE is compensated on a cost reimbursement basis. For fiscal year (FY) 2004-2005, DCSS paid LACOE approximately \$1,092,000 and for FY 2005-2006, LACOE's contract is for approximately \$1,023,000.

Purpose/Methodology

The purpose of the review was to determine whether LACOE has complied with its contract terms and appropriately accounted for and spent WIA funds in providing services to youth participants. We also evaluated the adequacy of the Agency's accounting records, internal controls and compliance with federal, State, and County guidelines.

Results of Review

The ten program participants/guardians interviewed confirmed that the services the participants received met their expectations. During the period of our review, LACOE over billed DCSS \$6,196.

In addition, for 25 (100%) of the 25 program participant files reviewed, LACOE did not document their discussions with the participants on the participants' progress towards achieving their long-term and employment goals as required.

Generally, LACOE maintained adequate internal controls over its business operations. However, LACOE's procurement policy states that the Agency is required to obtain three price quotations for only purchases that exceed \$10,000. WIA guidelines require that a minimum of three price quotations be obtained for purchases greater than \$1,000.

Details of our review, along with recommendations for corrective action, are attached.

Review of Report

We discussed our report with LACOE on February 24, 2006. In their attached response, LACOE disagreed with the recommendation that would require the Agency to obtain and document at least three price quotations for purchases over \$1,000. WIA guidelines require contractors to obtain and document at least three price quotations for purchases over \$1,000. LACOE has requested clarification from DCSS regarding this matter. We also notified DCSS of the results of our review.

We thank LACOE for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1102.

JTM:MMO:DC

Attachment

c: David E. Janssen, Chief Administrative Officer
 Cynthia Banks, Director, Department of Community and Senior Services
 Donald Kenneth Shelton, Assistant Superintendent, Business Services, Los
 Angeles County of Education
 Public Information Office
 Audit Committee

WORKFORCE INVESTMENT ACT PROGRAM LOS ANGELES COUNTY OFFICE OF EDUCATION FISCAL YEAR 2005-06

ELIGIBILITY

Objective

Determine whether Los Angeles County Office of Education (LACOE or Agency) provided services to individuals that meet the eligibility requirements of the Workforce Investment Act (WIA).

Verification

We sampled 25 (20%) program participants from a total of 126 participants that received services between July and October 2005 and reviewed their case files for documentation to confirm their eligibility for WIA program services.

Results

The case files for all 25 (100%) program participants contained documentation to support the participants' eligibility to receive program services.

Recommendation

There are no recommendations in this section.

BILLED SERVICES/CLIENT VERIFICATION

Objective

Determine whether LACOE provided the services in accordance with the County contract and WIA guidelines. In addition, determine whether the program participants actually received the billed services.

Verification

We reviewed the documentation contained in the case files for 25 program participants that received services during July and October 2005. We also interviewed ten program participants/guardians to confirm the services LACOE billed to the Department of Community and Senior Services (DCSS) were provided in accordance with WIA guidelines.

Results

The ten youth program participants/guardians interviewed stated that the services they received met their expectations. However, for all 25 (100%) youth participants, LACOE staff did not document in the progress notes their discussions with the participants regarding the participants' progress towards achieving their long-term and employment goals as required under the WIA guidelines.

In addition, for four (16%) of the 25 program participants, LACOE did not update the Job Training Automation (JTA) system to reflect the program participants' activity information as required. The JTA system is used by the State of California Employment Development Department and the Department of Labor to track WIA participant activities.

Recommendations

LACOE management:

- 1. Ensure that staff document in the progress notes, their discussions with the participants on the participants' progress towards achieving their long-term and employment goals.
- 2. Ensure that staff update the JTA system to reflect the program participants' activity information as required.

CASH/REVENUE

Objective

Determine whether cash receipts and revenues are properly recorded in the Agency's records and deposited timely in their bank account. Determine whether there are adequate controls over cash, petty cash and other liquid assets.

Verification

We interviewed Agency personnel and reviewed financial records. We also reviewed bank reconciliations for the months of July and August 2005.

Results

LACOE maintained adequate internal controls to ensure that revenue is properly recorded and deposited in a timely manner.

Recommendation

There are no recommendations in this section.

EXPENDITURES/PROCUREMENT

Objective

Determine whether program related expenditures are allowable under the County contract, properly documented, and accurately billed.

Verification

We interviewed Agency personnel, reviewed financial records, and reviewed documentation for 11 (44%) of the 25 non-personnel expenditure transactions billed by the Agency for July and August 2005, totaling \$13,565.

Results

LACOE's expenses were allowable, accurately billed to DCSS and properly documented as required.

Recommendation

There are no recommendations in this section.

INTERNAL CONTROLS

Objective

Determine whether the contractor maintained sufficient internal controls over its business operations.

Verification

We interviewed Agency personnel, reviewed their policies and procedures manuals, and tested transactions in various areas such as expenditures, payroll and personnel.

Results

Generally, LACOE maintained adequate internal controls over its business operations. However, LACOE's procurement policy states the Agency to obtain three price quotations for only purchases that exceed \$10,000. WIA guidelines require that a minimum of three price quotations be obtained for purchases greater than \$1,000.

Recommendation

3. LACOE management ensure that their procurement policy is in compliance with regulatory guidelines as required.

FIXED ASSETS AND EQUIPMENT

Objective

Determine whether LACOE's purchases made with WIA funds are used for the WIA program and that the assets and equipment are safeguarded and accurately accounted for.

Verification

We interviewed Agency personnel and reviewed the Agency's asset and equipment inventory listing. In addition, we reviewed the usage of six items funded by WIA funds, totaling approximately \$4,400.

<u>Results</u>

For the six items reviewed, LACOE appropriately utilized the items for the WIA program. However, LACOE has not performed a physical inventory of the WIA items, totaling approximately \$361,737, since September 2003. LACOE's policies and procedures manual require that an annual physical inventory be performed. In addition, LACOE's asset and equipment inventory listing was incomplete. The Federal regulations require inventory listings to include who holds title, percentage of Federal Participant in the cost of the property, the use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. LACOE's listing did not include the above mentioned information.

Recommendations

LACOE management:

- 4. Ensure that a physical inventory of assets and equipment is performed on an annual basis as required under the County contract.
- 5. Ensure that the inventory listing includes the required information.

PAYROLL AND PERSONNEL

Objective

Determine whether payroll is appropriately charged to the WIA program. In addition, determine whether personnel files are maintained as required.

Verification

We reviewed payroll expenditures for ten employees and 33 participants during July and August 2005, totaling approximately \$82,979. This represented approximately 80%

of the amount billed (\$104,285) for July and August 2005. We also interviewed staff and reviewed the personnel files of staff assigned to the WIA program.

Results

LACOE over billed DCSS \$6,196. Specifically, we noted the following:

- For 20 (61%) of the 33 participants' wages billed for the months of July and August 2005, LACOE billed DCSS for non-WIA participants, resulting in an over billing of \$6,106. According to Agency personnel, the over billings were due to data entry errors.
- LACOE used approximately \$90 in WIA funds to reimburse employees' mileage claims for CalWORKS related activities. According to Agency personnel, LACOE billed WIA because their CalWORKS funds were depleted.

Subsequent to our review, LACOE posted adjusting journal entries to transfer the salaries and benefits of the 20 participants and mileage expenses to the correct accounts and those adjustments will be reflected in the subsequent billing to DCSS.

Recommendations

LACOE management:

- 6. Review their billings for program participants' wages for Fiscal Year 2005-06 to identify data entry errors similar to the errors noted above that resulted in over billings. Repay DCSS for any amounts over billed.
- 7. Ensure that WIA funds are used only for WIA services.

COST ALLOCATION PLAN

Objective

Determine whether LACOE's Cost Allocation Plan was prepared in compliance with the County contract and applied to program costs.

Verification

We reviewed LACOE's Cost Allocation Plan and reviewed a sample of expenditures incurred by the Agency during July and August 2005.

Results

LACOE's Cost Allocation Plan was prepared in compliance with the County contract and costs were appropriately allocated.

Recommendation

There are no recommendations in this section.

PRIOR YEAR FOLLOW-UP

Objective

Determine the status of the recommendations reported in the prior monitoring review completed by a CPA firm contracted by the County.

Results

At the time of our review, the final Fiscal Year 2004-05 monitoring report was not issued. As such, we could not determine the status of the recommendations.



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

Darline P. Robles, Ph.D

Superintendem

March 29, 2006

Los Angeles County Board of Education

Thomas A. Saerz

Mr. J. Tyler McCauley Auditor-Controller County of Los Angeles

Sophia Waugh Vice President

Department of Audit-Controller 500 West Temple Street. Room 525

Maria A, Cusillas

Los Angeles, California 90012-2766

Rudell S Freer

Dear Mr. McCauley:

Leslie K. Gilbert-Lurie Angie Papadakis

Los Angeles County Office of Education Workforce Investment Act Program

Rebacce J. Turrentino

Our office has received the draft report for the Los Angeles County Office of Education Workforce Investment Act program, which includes the results and findings. We have reviewed your findings and have written responses to each finding where you have made recommendations.

Billed Services/Client Verification: (Page 1 of report)

Results: The ten youth program participants/guardians interviewed stated that the services they received met their expectations. However, for all 25 (100%) youth participants, LACOE staff did not document in the progress notes their discussions with the participants on the participants' progress towards achieving their long term and employment goals on a monthly basis as required under the WIA guidelines.

In addition, for four (16%) of the program participants, LACOE did not update the Joh Training Automation (JTA) system to reflect the program participants' activity information as required. The JTA system is used by the State of California Employment Development Department and the Department of Labor to track WIA participant activities.

Recommendations:

LACOE management:

- Ensure that staff document in the progress notes their discussions with the
 participants on the participants' progress towards achieving their long-term and
 employment goals.
- Ensure that staff up-date the JTA system to reflect the program participants' activity information as required.

LACOE Response:

LACOE management will ensure that staff document in the progress notes their discussions with participants on the progress towards goals from ISS form. Please note e-mail requesting additional training in ISS forms from DCSS.

LACOE will also ensure that staff up-date the JTA system to reflect the program participants' activity information as required.

Internal Controls: (Page 3 of report)

Results: Generally, LACOE maintained adequate internal controls over its business operations. However, LACOE secures three price quotations for only purchases over \$10,000. WIA guidelines require that a minimum of three price quotations be documented for purchases greater than \$1,000.

Recommendations:

LACOE management ensure that their procurement policy is in compliance with regulatory guidelines as required.

LACOE Response:

LACOE's procurement policy is in compliance with the regulatory guidelines contained in OMB Circular A-110, Subpart C, Section 45 (see your e-mail, enclosed).

The LACOE purchasing department each year operates a bid process for the purchase of computers and/or other major equipment. This process requires a minimum of three (3) bids in writing which complies with the contract language of three (3) bids.

Specifically regarding our activity under the Workforce Investment Act contract #20081 §1207 Acquisition of Supplies and Equipment (see attached) it states that "Contractor shall obtain at least three (3) bids in writing prior to purchasing equipment over \$5,000 per unit in value as approved in the Budget (Exhibit D)."

LACOE disagrees with the finding and the recommendation that at least three price quotations are obtained and documented for purchases over \$1,000. We recommend that DCSS align their standard terms and conditions as quoted above with the WIA guidelines or OMB circular. We have requested clarification from DCSS and are currently awaiting their response (see enclosed e-mail).

Please note that during the period being reviewed, there were no purchases made in excess of \$1,000.00. Upon the determination of DCSS, we will observe the terms and conditions deemed appropriate by DCSS for purchases made using WIA funds.

Fixed Assets: (Page 4 of report)

Results: For the six fixed assets reviewed, LACOE appropriately utilized the assets for the WIA program. However, LACOE has not performed a physical inventory of the WIA fixed assets, totaling approximately \$361,737 since September 2003. LACOE policies and procedures manual requires that an annual physical inventory be performed. In addition, LACOE's fixed assets listing was incomplete. The Federal regulations require inventory listing to include who holds title, percentage of Federal Participant in the cost of the property, the use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. LACOE's listing did not include the above mentioned information.

Recommendations:

- 4. Ensure that a physical inventory of fixed assets is performed on an annual basis as required under the County contract.
- 5. Ensure that inventory listing includes the required information.

LACOE Response:

LACOE WIA program will ensure that a physical inventory of fixed assets is performed every other year, according to Los Angeles County directive ASD1-04, unless otherwise directed and required by DCSS.

A current list of WIA fixed assets has been brought up-to-date (please see enclosed).

Please note that on January 10, 2006 Tom Le from your office arranged an audit-review of fixed assets purchased with WIA funds. Ten items were selected and observed by Mr. Le at the Wilshire complex. Some of the items were on-site at the Wilshire Building Complex and some had previously been disposed of consistent with LACOE policy and procedure for surplus items. All papers were in order and all audit equipment had appropriate WIA tags on them. Therefore, per Mr. Le, there were no findings.

LACOE is currently in the process of conducting a physical inventory of all LACOE fixed assets.

Payroll and Personnel: (Page 4 of report)

Results: LACOE over billed DCSS approximately \$6,200. Specifically, we noted the following:

- For 20 (61%) of the 33 participants' wages billed for the month of July and August 2005, LACOE billed DCSS for non-WIA participants resulting in an over billing of \$6,106. According to Agency personnel, the over billing were due to data entry errors.
- LACOE also used WIA funds to reimburse employees' mileage for CalWorks related activities, totaling approximately \$90.00, for the months of July and August 2005. According to Agency personnel, LACOE billed WIA because their CalWorks funds were depleted.

Subsequent to our review, LACOE posted adjusting journal entries to transfer the salaries and benefits of the 20 participants and mileage expenses to the correct accounts and those adjustments were reflected in the subsequent billing to DCSS.

Recommendations:

LACOE Management:

- Review their billing for program participants' wages for Fiscal Year 2005-06 to identify data entry errors similar to the errors noted above that resulted in over billings. Repay DCSS for any amount over billed.
- 7. Ensure that WIA funds are used only for WIA services.

LACOE Response:

WIA and CalWorks participants' payroll timesheets were submitted to the payroll unit identifying WIA employees separately from CalWorks employee. However, the Human Resources database had not been updated at the time of payroll processing to reflect the CalWorks account code, therefore the account code as of June 30, 2005 was used, using the WIA account.

Adjusting journal entry #SP60084 was posted on October 12, 2005 transferring the salaries and benefits of the 33 participants to the correct account. The adjustment was reflected in the subsequent billing to WIA.

Enclosed are copies of the adjustment SP60084 and the general ledger report LAGL019 which outlines the details for object code "2920" for the 33 participants' costs.

An adjustment of \$85.47 was made to transfer mileage claims from WIA to CalWorks for CalWorks activities. Adjusting journal entries #SP60084 for \$54.55 was posted on October 12, 2005, and # SP60134 for \$30.92 was posted on December 5, 2005, transferring the mileage costs to the correct account. The adjustments were reflected in the subsequent billings to WIA.

Enclosed are copies of the adjustments SP60084 and SP60134 and the general ledger report LAGL019 which outlines the details for object code "5210" for the mileage cost.

In the future, the line supervisor who is responsible for approving each JSS mileage claim, will ensure that each mileage claim accurately reflects the program being billed to L.A. County. While there can be some confusion between the two programs in the back-and-forth transfer of scrvices, and because our CalWORKS contract acknowledges this program-sharing climate, we will have to be extra vigilant to keep program costs separate.

If you have any questions, or require additional information, please contact me at (562) 401-5664.

Sincerely,

Clyde Kobayashi Clyde Kobayashi Acting Financial Officer Controller's Officer

CK:ig Enclosures

ce: Ms. Patricia Smith

Ms. Carole Suydam Ms. Lynette Alexander

Mr. Carl Swanson

Ms. Nimfa Andres

From Suydom_Carole
Sent: Thursday, January 12, 2006 1:45 PM
To: 'thoong9cas.co ta.co.us'
Subject: RE, Request for revtraining on WIA ISS form

Hi, Tina. Is there any possibility of training on the ISS? Our staff could really use some help in this area. Thanks, Carole

From: Suydam_Corolc Sent: Thursday, October 27, 2005 8:26 AM To: 'thodongfics.co la cd.us' Subject: Reducst for restraining on WIA ISS form

Att. Time. Knowing that you and Will are very busy I still need to ask. I feel that the LACOE WIA Program scriously needs an official update an ISS procedures and documentation. We're especially concerned about proper mays to document ISS-related activities which are mandated in relationship to goal setting, such as how to document carear exploration within the ISS. We know that the ISS is considered a fliving document, but we could be mainly greatly from learning acceptable strengless for documenting this in the case files, so that we are completely in compliance with any future duals or monitoring. I checked with our staff and the last official training in this subject was in 2001. Possibly other service providers might benefit from this as well. Thanks,

Carole Swydam Los Angeles County Office of Education WIA Youth Programs (213) 637-5106 Suydam_Carolc@lacoc cau

Alexander_Lynette

From: Bae, Yoon [YBAE@auditor.co.la.ca.us]

Sent: Tuesday, March 21, 2006 10:53 AM

To: Alexander_Lynette
Subject: RE: procurement criteria

Lynette,

Attached is our final draft. Please have your written response to our report no later than Tuesday, March 28^{th} , as agreed.

Also, here are some of the following criteria we used in regards to procurement:

See Section 1207 of the County Contract, "Acquisition of Supplies and Equipment," requiring that the, "Contractor shall obtain at least three (3) bids in writing prior to purchasing equipment over \$5,000 per unit in value as approved in the Budget....."

OMB Circular A-110, Subpart C. Section 45 states: "Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts."

WIA Directive D-DWA-00-037, Procurement of Goods and Services, state: "\$1,000 - \$24,999 - Requires, at a minimum, three (3) documented verbal quotations and must be documented in writing."

As indicated in our draft, we used the WIA guidelines as the criteria.

Let me know if you have any other questions.

Yoon Bae, CPA
Senior Accountant-Auditor
Department of Auditor-Controller
Countywide Contract Monitoring Division
1000 S. Fremont Avenue, Unit #51
Building A-9 East, First Floor
Alhambra, CA 91803
626-293-1158 (phone)
626-943-1295 (fax)

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Circular No. A-110 -- Uniform Administrative Requirements for Grants and Agreemen... Page 22 of 30

- (b) Positive efforts shall be made by recipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of Federal awards shall take all of the following steps to further this goal.
 - (1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
 - (2) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
 - (3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
 - (4) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
 - (5) Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority- owned firms and women's business enterprises.
- (c) The type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, purchase orders, and incentive contracts) shall be determined by the recipient but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "cost-plus-a-percentage-of-cost" or "percentage of construction cost" methods of contracting shall not be used.
- (d) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources. In certain circumstances, contracts with certain parties are restricted by agencies' implementation of E.O.s 12549 and 12689, "Debarment and Suspension."
- (e) Recipients shall, on request, make available for the Federal awarding agency, pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc., when any of the following conditions apply.
 - (1) A recipient's procurement procedures or operation fails to comply with the procurement standards in the Federal awarding agency's implementation of this Circular.
 - (2) The procurement is expected to exceed the small purchase threshold fixed at 41 U.S.C. 403 (11) (currently \$25,000) and is to be awarded without competition or only one bid or offer is received in response to a sollcitation.
 - (3) The procurement, which is expected to exceed the small purchase threshold, specifies a "brand name" product.
 - (4) The proposed award over the small purchase threshold is to be awarded to other than the apparent low bidder under a sealed bid procurement.
 - (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the small purchase threshold.
- __.45 Cost and price analysis. Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.
- _____46 Procurement records. Procurement records and files for purchases in excess of the small purchase threshold shall include the following at a minimum: (a) basis for contractor selection, (b) justification for lack of competition when competitive bids or offers are not obtained, and (c) basis for award cost or price.

supervise and coordinate all the work of the Contractor and any subcontractor. Approval of the provisions of any subcontract by the County shall not be construed to constitute a determination of the allowability of any cost under this Contract.

- (e) The Contractor agrees that it shall be held responsible to the County for the performance of any approved subcontract. Subcontracts shall be in writing, with a copy of each such contract forwarded to the County at or about the time of execution.
- (f) The Contractor shall be solely liable and responsible for any and all payments and other compensation for all subcontractors and the County shall have no liability or responsibility with respect thereto.
- (g) The Contractor shall not assign or subcontract any part or all of its interest in this Contract without written approval from the Director.
- (h) All applicable provisions and requirements of this Contract shall apply to any subcontracts or agreements. The Contractor agrees that the Contractor shall be held responsible by the County for the performance of any subcontractor(s). Procurement of subcontractors and/or vendor services must be in compliance with appropriate County, State, and federal regulations directives, and policies. Subcontracts must be in writing and a copy of each subcontract must be made available to the County upon request.
- § 1205. Repayment. The Contractor agrees to be bound by applicable County and Program disallowed cost procedures, rules and regulations, and to repay to the County any amount which is found to violate the terms of this Contract or applicable Program provisions or implementing rules and regulations.
- § 1206. Payment Contingency. Payments by County during the Contract period are conditioned by:

- (a) The availability of Program funds, and
- (b) The Contractor meeting performance goals set forth in Exhibit C, Statement of Work. Satisfaction of these conditions shall be determined by the Director after consultation with the County Program Manager.
- §1207. Acquisition of Supplies and Equipment. (a) Equipment. Contractor shall obtain at least three (3) bids in writing prior to purchasing equipment over \$5,000.00 per unit in value as approved in the Budget (Exhibit D), and must purchase from the lowest bidder, unless a written waiver is requested by Contractor and granted by the County. In addition, any purchase of equipment of \$5,000.00 or more per unit shall require prior written approval of the County/State. All equipment costing over \$5,000.00 and having a life expectancy of more than one (1) year shall be properly identified and inventoried as specified in the County Auditor-Controller Accounting and Contract Administration Handbook and shall be charged at its actual price deducting all cash discounts, rebates, and allowances received by Contractor. Equipment purchases approved in the budget these provisions will apply to leasing as well as to purchasing of equipment Title to such equipment shall be vested in County and/or State in accordance with Program regulations.
- (b) Purchase and Invoice Deadlines. Purchase of equipment or property must be completed prior to the last three (3) months of the Contract period. Contractor must complete all purchases of supplies before the last two (2) months of the contract period. Invoices which have not been submitted for payment prior to the termination date of this Contract must be forwarded to the Department's Fiscal Section within sixty (60) business days after the Contract termination or they may not be honored. Exceptions to the preceding restrictions/imitations require prior written by the Director.
- (c) During the term of this Contract, where equipment is purchased by the Department and furnished to the Contractor to assist in

Alexander_Lynette

From: Suydam_Carole

Sent: Wednesday, March 08, 2006 11:21 AM

To: Alexander_Lynette

Subject: FW: Concern over Acquisition of Supplies and Equipment Directive for contract # CN20081

----- Forwarded Message

From: "Hoang, Tina" <thoang@CSS.CO.LA.CA.US>

Date: Tue, 7 Mar 2006 16:13:30 -0800

To: Carole Suydam <suydam_carole@lacoe.edu>

Subject: RE: Concern over Acquisition of Supplies and Equipment Directive for contract # CN20081

Carole,

We will get back to you on this matter.

Tina Hoang

3175 West Sixth Street Los Angeles, CA 90020 (213) 738-2641 Fax: (213) 368-6811 thoang@co.la.ca.us

----Original Message----

From: Carole Suydam [mailto:suydam_carole@lacoe.edu]

Sent: Tuesday, March 07, 2006 4:08 PM To: Hoang, Tina; wskiles@co.la.ca.us

Cc: Alexander_Lynette

Subject: Concern over Acquisition of Supplies and Equipment Directive for contract # CN20081

Hi, Tina and Will.

LACOE has a concern over which directions to follow in purchasing equipment and/or supplies for our WIA Youth Program. In the latest executed contract (#2081) signed 8-2-05 for program year 2005-06, and under Exhibit A, Standard Terms and Conditions 1207 (page 37 of 43), we are directed that the "Contractor shall obtain at least three (3) bids in writing prior to purchasing equipment over \$5,000 per unit in value as approved in the Budget (Exhibit D)."

As you may know, the LACOE WIA Youth Program 2005-06 is being audited by Los Angeles County, Department of Audit-Controller. The auditors have used WIA Directive #D-DWA-00-037, dated 1-2-02: Procurement of Goods and Services, a Los Angeles County WIA Adult and Dislocated Workers Directive, as their standard. This directive states that purchases of "\$1,000 - \$24,999 requires, at a minimum, three (3) documented verbal quotations and must be documented in writing."

LACOE's general procurement policy requires competitive bids over \$10,000, however, this is a general policy and has not applied to the 2005-06 WIA Youth Program. Instead, we have always followed the latest WIA contract's terms and conditions, and are in compliance, according to our contract.

When there is a conflict between two directives: the current WIA Terms and Conditions and a general, older, WIA directive, which is the accurate

guideline we should follow?

The auditor-controller has given us a finding based on the general LACOE procurement guidelines, and has not recognized item # 1207 as the standard. Which are we to follow? And, where is this stated?

----- End of Forwarded Message

AGENCY NAME: Los Angeles County Office of Education

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002752 WIA-100% Disk Storage	WIA-100% DESKTOP	0 W/A-100% CPU	9 WIA-100% Projector	1	WIA-100% PRINTER	6 WIA-100% BOARD	s WIA-100% CPU	WIA-100% MONITOR	WIA-100% BOOKCASE	WIA-100% MONITOR	WIA-100% LAPTOP	WIA-100% MONITOR	WIA-100% MONITOR	WIA-100% LAPTOP	WIA-100% DESK	WIA-100% CPU	WIA-100% CPU	WIA-100% соисн	WIA-100% CHAIR	WIA-100% HP 2300	WIA-100% HP 2300						Held b
Disk Storage	DESKTOP	CPU	Projector	WIA-100% Printer Stand	PRINTER	BOARD	СРИ	MONITOR	BOOKCASE	MONITOR	LAPTOP	MONITOR	MONITOR	LAPTOP	DESK	CPU		соисн	CHAIR	HP 2300		WIA-100% Palm Handheld PALM	LAPTOP	WIA-100% Palm Handheld PALM	WIA-100% Palm Handheld PALM	of Property	illa Held bosscription
MAC	MAC	MAC	314	Hewton Packard	Hewlett Packard	UNIDEN	ENPOWER	NEOVO	ARROWOOD	MAC	NAC	APPLE	APPLE	MAC	STAPLES	MAC	MAC	CULVER-NEWLIN	UNITED	40	#	PALM	TOSHIBA	PALM	PALM	of Property	Source
IPOD 5GB	I-Mac Flower Power	6.1	OVERHEAD PROJECTOR MMM01389	COPIER STANO	Hewtett Packard HP LASERJET 4550N	DRY-FRASE BOARD	ENPOWER DIGITAL PC	DIGITAL 15" MONITOR	SSHELF BOOKCASE	17" STUDIO DISPLAY	воск	17" STUDIO DISPLAY	17" STUDIO DISPLAY	BOOK	48' X 30" DESK	G-4	6.4	100-2 MONITOR	MNGMENT BLK	HP Black & White	HP Black & White	PALM M505 FOR MAC	NOTEBOOK	PALM M505 FOR MAC	PALM M505 FOR MAC	MODEL NO.	MODEL
J223225LMMB	P11607ZKWH	XB2281QNMIX	MMM01389	VRT50104	PR16468	ORT10000	21378228	0311502CW2170351	NA	7.0015E+12	UV228051LQ5	CY90639FCVS	215219CYJ	UV22804WLQ5	HONP3251RML	6B3G11	XB211D4LMIX	NA	UNC16708	NIA	NIA	LOJH14UA052	CP17050	PDA1136M	PDA1136M	Number	SERIAL
J223225LMMB WBC-3055 Wilshine Blvd , Los Angelos 902/0	WBC-3055 Wishire Blvd , Los Angeles 90010	XB2281QNMIX WBC 3655 Withhire Bind , Los Angeles 90010	WBC 3055 Wishing Blyd., Low Angelos 90010	WBC 3055 Wishite Blvd , Los Angelos 80010	WBC-3055 Wishire Bivd., Los Argeles 90018	Unknown Location	CLARN=12839 CLARK DOWNEY	CLARK+12830 CLARK DOWNEY	CLARK=12030 CLARK DOWNEY	MBC 3055 Withhire Blvd , Los Angeles 90090	WBC 3055 Wishing Blvd., Lot Angelias 20540		WBC 3055 Withing Bird , Los Angeles 90010	UV22804WLQ5 wed 3855 Wishing Blvd., Los Angeles 98010	HONP325 1RML POMONA-1850 JUSSION #1075 POMONA	POMONA=1659 MISSION #1078 POMONA	POMONA - 1850 MISSION #1078 POLICIA	POMONA-1650 MISSION #1078 POMONA	WBC-3055 Withhiru Savd , Los Angeles 90010	WBC-3055 Wilehma Boyd., Loss Angeless 90010	WBC-3055 Wrishire Blvd , Los Jungelas 99010	WHIC-3065 Wishing Blvd , Los Angeles 900M?	CLARK+12839 CLARK DOWNEY	CLARK 12830 CLARK OUVINEY	CLARK+12839 CLARK DOWNEY		LOCATION
Suydam	Suydam	Suydam	Suydam	Suydam	Suydam	Suydam	Delgado	Delgado	Deigado	Surplus/06	Cnr	SURPLUS	Staff	Stati	Vaiverde	Valvorde	Valverde	Valverde	Valverde	Cruz	Cruz	Alamsjah	Alein	Alam	Alam	Last Name	ASSIGNED TO
Саю'е	Carole	Carole	Carole	Carole	Caro!e	Carofe	Lupe	Lupo	Lupe	Surplus/06	Gabby				Danny	Damy	Danny	Danny	Danny	Gabby	Gabby	Susie	Abrar	Abrar	Abrar	First Name	
6000	Surphus/04	GOOD	GOOD	GOOD	Needs Reg	GOOD	GOOD	6000	6000	Surplus/06	G00D	POOR	GOOD	G000	GDOD	GOOD	6000	G000	6000	GOOD	GOOD	G000	POOR	DAMAGEC	6000	(d spassion)	CONDITION
R 63522	111181	111181	111949	115885	115678	112043	R 191645	R 191545	R 191644	124383	126528	111181	111181	126528	114654	121365	111181	125110	112831	136653	136653	111114	113298	111114	111114		P.O.#
\$399.00	\$1,282.00	\$2,428.00	\$404.84	\$325.00	\$2,149.00	\$395.00	\$900.00	\$385.00	\$437.00	\$994.00	\$1,494,00	\$418.00	\$449.00	\$1,494,00	\$443.00	\$2,499.00	\$2,428 00	\$395.00	\$625 00	\$350.00	\$350.00	\$449.0D	\$2,499.00	\$449.00	\$449.00	14	COST
\$399.00 6/26/2002	4/2/2001	4/2/2001	4/3/2001	7/23/2001	8/3/2001	3/30/2001	3/28/2002	3/28/2002	Z002/5/1/E	4/9/2002	312 1/2002	4/2/2001	4/2/2001	3/2 1/2002	0/28/2001	2/12/2/002	4/2/2001	4/9/2002	3/30/2001	4/18/2003	4/18/2003	4,2/2001	5/29/2001	4/2/2001	4/2/2001	DATE	Acquisition

Under penalty of perjury. I hereby certify the above information is true, in quocor "anca with the CSS contract, and is a result of a complete physical inventory of contract properly and/or equipment.

COUNTY OF LOS ANGELES COMMUNITY AND SERVICES AGENCY NAME: Los Angulas County Office of Education Completed By: County Office of Education

\$799 00					1000 mm - 1000 m					
	122281	GOOD		LIBRARY	WBC-3055 Withhire Bhd , Loa Angeline 90010	BOOK #11	FIRST CAPRESSION VIDE BOOK #11	STANFIELD	WIA-100% Inst Videos	51 002777
\$799.00	122281	6000	-	LIBRARY	WBC-3055 Washine Blvd., Los Angeles ROO10	BOOK #10	FIRST IMPRESSION VIDE GOOK #10	STANFIELD	WIA-100% Inal Videos	50 002776
\$399 90	122281	GOOD		LIBRARY	WRC-3055 Withow Bld., Los Augules 90010	BOOK # 19	BEING WITH PEOPLE VID BOOK # 19	STANFIELD	WIA-100% that Videos	49 002775
\$399 00	122281	GOOD		LIBRARY	WBC-3055 Witcher Bird., Los Angelos 90010	BOOK # 18	BEING WITH PEOPLE VID BOOK # 18	STANFIELD	WIA-100% Inst Videos	48 002774
\$599.00	122281	GOOD		LIBRARY	WBC-3055 YARAM Blvd., Los Angeles 90010	BOOK # 17	BE COOL VIDEO	STANFIELD	002773 VVIA-100% Inst Videos	47 002773
\$599.00	122281	GOOD		LIBRARY	WRC-3055 Wilsham Blvd., Los Angeles 90010	BOOK # 16	BE COOL VIDEO	STANFIELD	002772 WIA-100% Inst Videos	46 002772
\$352.00	121362	G00D	SURPLUS	Br1/2004		112000220	19" TRINTRON MONITOR 112000220	DELL	WIA-100% MONITOR	45 002771
\$429.95	113918	GOOD	GABBY	CRUZ	WBC-3055 Wilhard Bhd., Los Angeles 90010	BRT52482	ELECTRIC LABELER	PTOUCH	WIA-100% LABELER	44 002770
\$2,428.00	111181	POOR	Surplus 8/05	Supplus 8/05		XB21104MMIX	ଜ୍ୟ	MAC	WIA-100% CPU	43 002769
\$1,462 00	118330	Surplus/06	Surplus/06	Surplus/06	WRC-3055 Wishing Bird., Los Angeles 90040	683611	DELL DIMENSION 8200	DELL	WIA-100% CPU	\$2 DO2768
\$423.85	121870	GOOD	WIA Statt	WIA STATE	WEC-2055 Wilesine Bird Lan Angelos 90016	UNC16708	BLK MANGMENT CHAIRS UNC 16708	UNITED	WIA-100% CHAIR	41 002787
3423.85	121870	GOOD	WIA Statt	WIA SIAM	WBC-3055 Withhard Blief., Los Angrige MO10	UNC16708	BLK MANGMENT CHAIRS UNC 1670B	UNITED	WIA-100% CHAIR	40 002788
\$349.88	125118	GOOD	WIA SUN	MIR SIAM	WBC-3055 Wilehite Bird , Los Angeles 90010	NIA	JUMBO STORAGE CABINENIA	EDSAL	WIA-100% CABINET	39 002765
\$1,663.00	123761	GOOD	8untara	Wilson	22142 Sherman Way, Canage Port 91003	X82191JMMIX	G-4	NAC	WIA-100% CPU	38 002784
\$1,240.00	109816	GOOD	Alexis	Higg:us	Genzalos Culinary russ Program 2005	KSMC50SWH	SQT PRO MIXER	KITCHEN AID	WIA-100% MAXER	37 002763
\$1,240.00	109816	GOOD	Alexis	Hippins	Genzales-Collinary Arts Program 2005	KSMC50SWH	SQT PRO MXFR	KITCHEN AID	WIA-100% KNXER	38 002762
\$1,240.00	109816	GOOD	Alexis	Hogins	Gentrales Culencry Arts Program 2005	KSMC50SWH	SOT PRO MIXER	KITCHEN AID	WIA-100% MIXER	35 002761
\$1,240,00	109816	GOOD	Alexis	Paggins	Conzales Colmany Arts Program 2005	KSMC50SWH	SOT PRO MIXER	KITCHEN AID	WIA-100% NIXER	34 002760
\$1,494,00	126528	Surplus/06	Alexe	Higgins	CANYON RO MALIBU	UVZ2804ZLQ5	BOOK	MAC	WIA-100% APTOP	33 062759
\$2,428.00	111181	6000	Angela (JSS)	Ennis	1	2V11039YJAK	G-4	MAC	002758 WIA-100% CPU	002758
\$489.95	126448	GOOD	Carple	Suydam	Wet-3065 Withhir Blv5, Los Argeles 20010	EVER-USED DATE COM	PAGEMAKER 7.0	ADOBE	WIA-100% SOFTWARE	31 002757
\$449.00	111114	6000	Carole	Suydant	WBC-3056 Winner Blvd., Los Angel; 4 90010	LOJH14UIAD48	PALM M505 FOR MAC	PALM	002756 WIA-100% Pain Handhelo PALM	002756
\$994.00	124383	GOOD	Caro'e	Suydam	N5223IVHKPW WEC-DOS Wilshed Blod. Low Angeline Billion	N5223NHKPW	17" STUDIO DISPLAY	MAC	WIA-100% WONTOR	002755
\$2,699.00	121363	POOR	Carolo	Suydam	QTZ1005A1Y1 WRC-sens Withing Blied, Les Augeles 85610	QTZ100SA1Y1	MAC POWERBOOK	MAC	002754 WIA-100% LAPTOP	28 002754
\$399.00	R 63522	POOR	Carole	Suydam	WBC-3055 Wilgaine Blvd. Los Angules 98010	M8737LUA	IPOD 5GB	MAC	WIA-100% Disk Storage	002753
PROPERT	2	(disposition)	First Name	Last Name		Number	MODEL NO.	of Property	of Property	ö
2261	3	Milliamore		_1	CCATION	(VIGES	14575	Coulton	y. Cold by Cold Cold	J۲

Under penalty of perjury, I hereby cardly the above information is kne, in paccer value with the CSS contest, and is a result of a complete physical investory of contract property and/or equipment

AGENCY NAME: Los Angeles County Office of Education

1902/dest 00.620¢	11202	300	DANNY	1	POWONA *1850 MISSION X10/8 POWONA	QRT10000	DRY-ERASE BOARD	UNIDEN	BOARD	3	WIA-10	002804 WIA-100% BOARD
Т	112631		DANNY	•••	POMONA*1850 MISSION #1078 POMONA	UNC 16708	MNGMENT-BLK	UNITED	CHAIR	A-100%	٤	002803 WIA-100% CHAIR
_	R 191645	G000	Perry	Rosenbarg	CLASK=12831 CLASK DOWNEY	21378211	ENPOWER DIGITAL PC	ENPOWER	CPU	002802 WIA-100% CPU		002802
7	R 191645	6000	Percy	Rosemberg	CLARK=12830 CLARK DOWNEY	0811502002170384	DIGITAL 15" MONITOR	NEOVO	MONITOR	WIA-100% MONITOR		002801
	123761	GOOD	Ariene	Rosen	WBC-3056 W/shire Blvd., Los Angeles 90010	X82191JLMIX	G-4	MAC	CE	002800 WIA-100% CPU	10	00280
	111181	6000	ALSIN	BECKER	Mulcelin Youth Center - Palmdalt, CA	061487M7	17" STUDIO DISPLAY	APPLE	MONITOR	WIA-100% MONITOR	100	002799
	111181	POOR	SURPLUS			CY904500CVS	17" STUDIO DISPLAY	APPLE	ROTINOM	002798 WIA-100% MONITOR	9	72 0027
\$1,494.00 3/21/2002	126528	GOOD	Angel		UV22804YLQ5 TECHNOLOGY-SDISO 10TH WEST PALLIDALE RIDE	UV22804YLQ5	IBOOK	MAC	LAPTOP	002797 WIA-100% LAPTOP	97	002
	111181	POOR	Angel		XB1160B3KXS TECHNOLOGY-39150 101HWESTFALMDALE RICE	XB1160B3KXS	0.4	MAC		002796 WIA-100% CPU	796	8
\$625.00 3/30/2001	112831	GOOD	Angel	Ripe	DIVISION ASSOL DIVISION CANCASTER	UNC16708	MNGMENT-BLK	UNITED	CHAIR	002795 WIA-100% CHAIR	795	902
\$404.84 4/3/2001	111949	GOOD	Angel		TECHNOLOGY = 39150 10TH WEST PALMORE RICH	L	OVERHEAD PROJECTOR MIMMO1389	3M	Projector	002794 WIA-100% Projector	794	8
Ī	114849	GOOD	Angel		HONP3251RML TECHNOLOGY-39150 101H SVEST PALMENTE RICE	HONP3251RML	48" X 30" DESK	STAPLES	DESK	902793 WIA-100% DESK	793	18
	112831	GOOD	Angel		TECHNOLOGY-39150 10111WEST PALMONLE PRIDE	UNC16708	MNGMENT-BLK	UNITED		002792 WIA-100% CHAIR	792	8
	125417	GOOD	Angel		RECHNOLOGY 39150 IOTH WEST PAI MOME RICE	NIA	CABINET	EOSAL	CABINET	65 002791 WIA 100% CABINET	791	8
	112043	GOOD	Angel	Rice	Technology 3059 for West, Frindsh	QRT10000	DRY-ERASE BOARD	UNIDEN	BOARD	002790 WIA-100% BOARD	0275	18
_	124248	GOOD	Z	STORAGE ROOM	WBC-3055 Wilklims Blvd., Les Angules 90010		UPPER CASE LETTERWIR NIA	ELLISON		63 002789 WIA-100% LETTERS	2789	18
	124246	G000	1	STORAGE ROOM	WBC.3055 Walleto Bist., Lot Angelog 30010		LOWER CASELETTERS NIA	EILISON		62 002780 WIA-100% LETTERS	2780	8
	111181	GOOD	SURPLUS	BJ 1/2005		2Y11034JJAK	17" STUDIO DISPLAY	APPLE		WIA-100% MONSTOR	002787	18
_	111181	G00D			WSC.3055 Wikher IIIvi , Los Angoles 90010	EK17010-01	17" STUDIO DISPLAY	APPLE		002786 WIA-100% MONTOR	2786	8
	126528	GOOD	Gary	Patterson	UV22803MLQ5 Numeria Youth Garrier Palindate, CA	UV22803MLQ5	IBOOK	MAC		002785 WIA-100% LAFTOP	785	8
	112831	6000	Gary	Patterson	WUC-3055 Villeting Blvd , Los Angeles 900140	UNC16708	MNGMENT-BLK	UNITED		WIA-100% CHAIR	002784	8
_	111949	ST	STORAGE		WBC 3055 Whater Blue, Los Angoles 90010	L	OVERHEAD PROJECTOR MMM01389	Jan.	ľ	WIA-100% Projector	002783	8
\$2,428.00 4/2/2001	111181	GOOD	MARIA	VALDESPINO	POMONA = 1650 KISSION # 1078 POMUNA	X8116081KXS	6.4	MAC		WIA-100% CPU	002782	18
. –	112831	GOOD	Gary	Patterson	WEC. JOSS Wilkhare Bird., Los Angeles 90010	UNC16708	AUNGMENT-BLK	UNITED		WIA-100% CHAIR	002781	8
\$4,999.00 211,7002	122280	GOOD		LIBIRARY	WING JUSS WINTER BING, LOLANDEIRE SD010	BOOK #7	WOHKING VIDEOS	STANFIELD		WIA-100% Inst Videos	002780	18
-	122281	GOOD		LIBRARY	WBC-J056 Wishing Dad, Los Angeles 50010		MONEY SMARTT VIDEOS BOOK # 4	STANFIELD	ļ	WIA-100% Inst Videos		002779
7			First Name	Last Name		Number	MODEL NO.	of Property	of Property		١٩	ē
COST Acquirelling	P.O.#	COMDITION		ASSIGNED TO	LOCATION	SERIAL	MODEL	Source	DESCRIPTION	Title Held b	TAG	₹
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Under penalty of perjusy, I feeby carity the above information is true, in quactor ance with the CSS contract, and is a result of a complete physical inventory of contract property and/or equipment

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12649		DRT10000	1419069 XB21104NMi) U2232UASMIN N521026LKD) 087110000	Poin M515 Handhold Smartslep Laptop, 750n DRY-ERASE BOARD	Gateway UNIDEN	WIA-100% Computer ILAP Gateway WIA-100% BOARD UNIDEN	002829 WIA-100% BOARD	829
TAMANY	╽╸ ╏┈ ╏┈┩┈╏┈╏┈╏┈┩┈┩╸╇┉┿┈╏╒ ╏═┤	WEICZUGO WINNER BIRM. LOS ANDRÉSS, SONDE ECCE 1,000 CWANNER BIRM. LOS ANDRÉSS, SONDE WEICZUGOS WINNER BIRM. LOS ANDRÉSS, SONDE EMPLOYMENT BIRM. LOS ANDRÉSS, SO	1419069 XB21104NMi) U2232UASMIN N521026LKD) 300190	Pelm M515 Handhold Smartstep Laptop, 250n	PALM Gateway	% Computer (LAP	WW-100	
TAMMY	╽┈┧┈┧┈╏╶┧╺┧┍┪┈┩╸┾╍╎╸╎╸ ┼╸┼ ╸ ┤	WEICZIOS WINNER DVA, Les Amplès, 20010 WEICZIOS WINNER DVA, Les Amplès, 20010 WEICZIOS WANNER DVA, Les Amplès, 20010 CCC 18310 Carls Ann., Downey, CAR 19242 WEICZIOS WANNER DVA, Les Amplès, 20010 CCC 18310 Carls Ann., Downey, CAR 19242 WEICZIOS WINNER DVA, Les Amplès, 20010 EUR COSS WINNER DVA, Les Amplès, 20010 UND COSS WINNER DVA, Les Amplès, 20010	1419069 XB21104NMD U2232UASIMN N521026LKD	Palm M515 Handhold	PALM			002628
Mary GOOD 126549 \$9:8;00 Name GOOD 121385 32,489,00 Mary GOOD 121385 32,489,00 Mary GOOD 121383 \$9:89,00 Mary GOOD 123761 \$9:90,00 Mint 114293 \$15,699,00 Arsgan Mint 112043 \$9:90,00 Chuis GOOD 1205590 \$8:20,00 Chuis GOOD 121363 \$25,898,00 Chuis GOOD 111114 \$448,00 Chuis GOOD 111164 \$23,988,30 Chuis GOOD 111654 \$23,988,30 Chuis GOOD 121365 \$24,989,00 Chuis GOOD 121365 \$23,988,00 Chuis GOOD 121365 \$23,988,00 Chuis GOOD 121365 \$23,988,00 Chuis GOOD 121365 \$23,988,00 Chuis GOOD 123,988,00 \$60,00 <td>╽╶┧┈╽╺┧╺┧╍┪═┫═╘╍╘╗╏╒┪</td> <td>WEICZIOG WINNER RIVEL LOS ANDRÉS 90010 FORC 2005 WINNER RIVEL LOS ANDRÉS 90010</td> <td>1419069 XB21104NMD UZ23ZUASMA N521026LKD</td> <td>17 STUDIO DISPLA</td> <td></td> <td>WIA-100% Paim Handhold PALM</td> <td>WIA-100</td> <td>002827</td>	╽╶┧ ┈ ╽╺┧╺┧╍┪═┫═╘╍╘╗╏╒ ┪	WEICZIOG WINNER RIVEL LOS ANDRÉS 90010 FORC 2005 WINNER RIVEL LOS ANDRÉS 90010	1419069 XB21104NMD UZ23ZUASMA N521026LKD	17 STUDIO DISPLA		WIA-100% Paim Handhold PALM	WIA-100	002827
AV GOOD 12335 22,489,00 AV GOOD 121365 23,489,00 AV GOOD 121363 27,889,00 AV GOOD 121363 27,889,00 AV GOOD 123761 \$811,00 AV GOOD 123761 \$811,00 AV GOOD 126590 \$152,00 AV A	1	WEICZIOO WINNER RIM LEE Angeles, 90010 WEICZIOOS WINNER RIM LEE Angeles, 90010	1419069 XB21104NMIX	AV 10 STATE STATE OF TAX	APPLE	WIA-100% MONITOR	WIA-100	002826
MY GOOD 121365 22.493,00 GOOD 121363 22.493,00 GOOD 121363 22.593,00 M/ GOOD 121363 22.593,00 M/ GOOD 123761 59.5,00 M/ GOOD 123761 59.5,00 M/ GOOD 123761 59.5,00 GOOD 126590 34.5,00 GOOD 126590 32.5,93,00 GOOD 111114 22.593,00 GOOD 111114 24.9,00 GOOD 111614 22.593,00 GOOD 111614 52.593,00 GOOD 111614 52.593,00 GOOD 126549 5673,00 GOOD 126549 5673,00		WEICZIOO WINNER RIVEL LOT Angeles, sonto WEICZIOOS WINNER RIVEL LOT Angeles, sonto	1419069 XB21104NMD	IPOD 5GB	MAC	092825 WIA-100% Disk Storage	WIA-100	002825
AV GOOD 121365 32.489,00 GOOD 121365 32.489,00 GOOD 121363 37.689,00 AV GOOD 121363 37.689,00 AV GOOD 123761 \$899,00 B Mint 12243 \$16.490 B GOOD 123761 \$995,00 B GOOD 126590 \$475,00 GOOD 1216590 \$475,00 GOOD 121654 \$2,269,30 GOOD 111674 \$2,269,30 GOOD 116674 \$2,269,30	1 [] [] [] []	WECQUOS Winner Bird. Led Angelins, spotto WECQUOS Winner Bird. Led Angelins, 50010 WIND Winner Bird. Led Angelins, 50010 CCC 1,0100 Clerk Amer. Downey, CA Rights VCC, 5005 Winner Bird. Led Angelins, 50010 VIDC, 5005 Winner Bird. Led Angelins, 50010 VIDC, 5005 Winner Bird. Led Angelins, 50010	1419069	G.A	MAC		WIA-100% CPU	002824
AV GOOD 121365 22.489,00 GOOD 121365 22.489,00 GOOD 121363 27.689,00 AV GOOD 121363 27.689,00 AV GOOD 123761 \$7.699,00 AV GOOD 123761 \$7.699,00 AV GOOD 123761 \$7.699,00 AV GOOD 124699 \$1.649,00 GOOD 126890 \$479,00 GOOD 126890 \$479,00 GOOD 121363 \$2.698,00 GOOD 1111114 \$449,00 GOOD 1111614 \$22,089,90	l	WEICZOOD WINNER BIRK LOS ANDREW, MITTED WEICZOOD WINNER BIRK LOS ANDREW, 20010 WEICZOOD WINNER BIRK LOS ANDREWS ECEL 1930 Carls Am. Downey CA RE242 VEICZOOD WINNERS BIRK LOS ANDREWS WEICZOOD WINNERS BIRK LOS ANDREWS WEIC	77 10400	8" MODEL # TRV340	SONY	002823 WIA-100% CAMCORDER SONY	WIA-100	002823
AV GOOD 121365 32.48900 GOOD 121365 32.48900 GOOD 121363 37.689.00 AV GOOD 121363 37.689.00 AV GOOD 123761 8991.00 AV GOOD 123761 8991.00 AV GOOD 123761 8991.00 AV GOOD 123690 \$11.689.00 AV GOOD 126590 \$125.089.00 AV GOOD 126590 \$125.089.00 AV GOOD 121363 32.689.00 AV GOOD 121363 32.689.00 AV GOOD 1111114 \$449.00	1 1 1 1 1 1 1	NSC_DOS Withins Blot. Les Angeles, sont les Ange	83731001	LASERJET 4550N	Heydolf Packerd	WIA-100% PRINTER	WIA-100	002822
AV GOOD 121365 32,489,00 GOOD R 63522 5399,00 GOOD 121363 37,689,00 AV GOOD 121363 37,689,00 AV GOOD 123761 5995,00 AV GOOD 123761 5995,00 AV GOOD 126590 31,689,00 GOOD 126590 3678,00 GOOD 126590 3678,00	1 1 1 (WEICLOSS Withing Bird. Los Angeles, sonto WeiCloss Withing Bird. Los Angeles, 90010 WEICLOSS Withing Bird. Los Angeles, 50010 WEICLOSS Withing Bird. Los Angeles, 50010 ECC. 12810 Cart. Am., Downey, CA 80242.	LDJH14A18053	PALM M505 FOR MAC	PALM	002821 WIA-100% Palm Handheld PALM	WIA-100	002821
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e First Name (disposition) P.O. # COST Acquisition of PROPERT DATE	Last Name	FOCOLOGY	Number	MODEL NO.	of Property	of Property	100	σį
	100000	000400	SEDIA	NOOE!	Carrie	Carole Gold	Ly:	Completed By:

AGENCY NAME: Los Angeles County Office of Education

SERVICES

Under penalty of perjury. I haraby certify the above mornation is true, in quocor ance with the CSS contract, and is a result of a complete physical lawering of contract property and/or equipment

	155 002877 WIA-100% DESK OFFICEDEPOT	002876 WIA-100% CPU	153 002875 WIA-100% COUCH CULVER	152 002574 WIA-100% CHAIR UNITED	151 002873 WIA-100% CHAIR UNITED	150 002872 WIA-100% CHAIR OFFICE	149 002871 WIA-100% Projector 3M	148 002870 WIA-100% CPU MAC	andhald	002868	145 002867 WIA-100% MONITOR MAC	144 002866 WIA-100% CPU NIAC	143 002865 WIA-100% MONITOR MAC	142 002864 WIA-100% CPU NAC	002663	002862	138 002861 WIA-100% Paint Handheid PALM	138 002850 WIA-100% Pain Handheld PALM	137 WG083 WIA-100% MONITOR DELL	W6092 WIA-100% Contract (DES	135 W6091 WIA-100% MONITOR DELL	134 WEDSD WIA-100% Computer (DESDELL	133 002859 WIA-100% Raindgerator WAREHOUSE	002858 WIA-100% Projector	131 002857 WIA-100% CABINET EDSAL	# ID If the Held box Scription Source of Property of Property	Completed By: Carole Gold	AGENCY NAME: Los Angeles County Office of Education
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Under penalty of perjusy, (peacity certify the above information is lead, in quoon since with the CSS contract, and is a result of a complete physical inventory of contract property and/or equipment

4 Disposition: "S" for Salvage: "SC"= sold; "T"= transferred; "ST"= storage: "D"=Disposed of 3 Condition: 'M'*-Mini and/or ika new condition, "V"=Very good "G"=Good; "P"=Poor; "N"=Not working; "D"= Damaged

Under genelty of perjury, I hereby certify the above information is true, in quacor ance with the CSS contract, and is a result of a complete physical inventory of contract property and/or equipment.

DATE: FEBRUARY 2, 2006

MODEL NO. LOCATION

2 Location: Building Address (if agency tras more than one locali Print Name: _____

AGENCY NAME: Los Angeles County Office of Education

COUNTY OF LOS ANGELES COMMUNITY AND SENIOR SERVICES INVENTORY CONTROL 2001-2006

PeopleSoft Journal Entry Form

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Page 1 of 2 3/29/2006 11.14 AM	(232.35) RISCO, GILDA E1D-N	(555.65) RISCO, GILDA E1D-N	(3,747.57) RISCO, GILDA E1D-N	RISCO					_	232.35 RISCO, GILDA E1D-N	16.86 RISCO, GILDA E1D-N	931.20			555.65	3,747.57		16.86	54.34	232.35	555.65	3,747.57			(375.00) LANGUAGE ARTIHOGAN HESS, IOHNSON 11730/75 & 1731/76	125.00	125.00	125.00 LANGUAGE ARTS/M	ئند	Debit	0) 0000	Credit-Negative	11120000	Lebi-Positive	FUNDING.	Header Long Description: VARIOUS TRANSFER OF FINISH WINDS TRANSFER WINDS TRANSFER OF FINISH WINDS TRANSFER	Hearler Reference · IMEAA	Approximation Only a Colored	Header Journal #: SP60134

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			465.60				PATTERSON, GARY K	00192507	
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			155.20				SANTANA, CHRISTINE D.	00186916	
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			71.30				VALDESPINO, MARIA E.	00184918	
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03/02/2006	Run Date		oc	CUMULATIVE DETAIL REPORT (1000-7999) OBJ-RES-LOC	L REPORT (1000	ULATIVE DETAI	CUM	10199	District:
20	Page No.			OF EDUCATION	10199 - LA COUNTY OFFICE OF EDUCATION	10199 - LA CO		LAGL019C	Report ID:

LAGL019C			s - Part B	Fund :01.2-Special Projects - Part B	Fund :01.		0199 - LA COUNTY OFFICE OF EDUCATION	OUNTY OFFICE	0199 - LA C
				0.00	0006407059	ORG	31100 5718 0003902	38000	56002.6 07/01/05
1,000.00	0.00	0.00	0.00	1,000.00			d Reprographics	otal for Object : 5717-IntraFund Reprographics	etal for Obje
1,000.00	0.00	0,00	0.00	1,000.00		t Youth	bkotal Resource : (5717-56002.6).Workforce Investment Act Youth	ource : (5717-5600)	ubtotal Resc
1,000.00		0.00	0.00	1,000.00		:	ubtotal Location : (5717-56002.6-0003902)-Special Projects	tion : (5717-56002	ubtotal Loca
				280.00	BAPCB-B16O	දි			08/16/05
				720.00	0006851249	ORG			07/01/05
				0.00	0006407058	ORG	31100 5717 0003902	6002.6 38000	5/07/01/05
2,200.00	0.00	0.00	0.00	2,200.00			nd Conferences	otal for Object : 5220-Travel and Conferences	otal for Obje
2,200.00	0.00	0.00	0.00	2,200.00		t Youth	ubtotal Resource : (5220-58002.8).Workforce investment Act Youth	urce : (5220-5600)	sbtotal Resc
2,200.00	0.00	0.00	0.00	2,200.00			ubto(al Location : (5220-56002.6-0003902)-Special Projects	tion : (5220-56002	ubtotal Loca
				300.00	BAPCB-B160	PC			08/16/05
				1,900.00	0006850447	ORG O			07/01/05
				0.00	0006407057	0	31100 5220 0003902	6002.6 38000	5
12,702.99	0.00	0.00	4,112.01	16,815.00				otal for Object : 5210-Miloage	stal for Obje
12,702.99	0.00	0.00	4,112.01	16,815.00	:	Youth	btotal Resource : (5210-56002.6)-Workforce Investment Act Youth	urce : (5210-56002	ıbtotal Reso
	0.00	0.00		16,815.00			btotal Location : (5210-56002.6-0003902)-Special Projects	tion : (5210-56002.	ibtotal Loca
		•					SUYDAM, CAROLE A	00206544	
			83.66 89.89 107.47		APA7576545		BECKER-MC NATT, MISTY CALDERON, TAMMY M. AP	00204398 00204399	8 02/22/06
			173.55		APA7567620		AP		8 92/10/06
			176.54		APA7563162		CALDERON, TAMMY M.	00204072	8 02/09/06
			627.45 68.53				PATTERSON, GARY K VALDESPINO, MARIA E.	00203823 00203824	
			695.98		APA7554455		AP		8 02/08/06
		i					nder Name 5210 0003902	9 9	
Balance	Pre Enc	Encumbrance	Expenditures	Current Budget	- 1	HRS Line Desc	Funct Object SchiLoc Src	<u>ĕ</u>	
H-	MONTHLY			IRY	PRELIMINARY			œ	fo Period:
09:40:46AM	Run Time 0	Run		jects - Part B	Fund :01.2-Special Projects - Part B	Fund :01		2006	iscal Year:
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